

## PLANS EXAMINER

Department: Building & Capital Projects  
Division: \_\_\_\_\_  
Reports to: Building & Capital Projects Dir

Classification/Grade: 25  
FLSA Status: Non-Exempt  
Date Approved: \_\_\_\_\_

*Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.*

### **DEFINITION**

To perform plan and specification review involving single and multifamily residential and minor commercial construction to insure compliance with appropriate codes and ordinances; prepare valuations and fees on permit applications; meet with contractors and architects to discuss building plans, and assist with building inspector duties as needed.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Reviews construction plans and specification for single and multifamily residences, minor commercial, signs, pools, fences, room additions, mobile home additions, moved buildings, sheds, outbuildings and other associated structures for compliance with the building, plumbing, mechanical, electrical, solar and county codes, state statutes and related codes and ordinances.
3. Participate in the development and coordination of departmental goals and objectives as well as policies and procedures necessary to provide assigned personnel services; recommend and assist in the development and implementation of modified systems, policies and procedures.
4. Reviews calculations for completeness, code compliance and accuracy.
5. Complete plans examinations on residential building construction plans using adopted Building Codes.
6. Consults with engineers, architects, developers, contractors, and property owners regarding questions, problems and related code requirements.
7. Prepares and maintains records and reports of plans checking procedures.
8. Assist inspectors with inspections and other government agencies as they may require in code related items.
9. Provide public counter service such as approving permits, approving minor plans, answering questions concerning all codes, and directing the public to the proper departments to respond to their concerns.
10. Be dependable and meet acceptable attendance requirements at all times.
11. Follow all applicable safety rules and regulations.

### **OTHER JOB FUNCTIONS**

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- B. Research for information as directed.
- C. Perform other related duties as assigned

### **QUALIFICATIONS**

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

**Knowledge of:**

- Building Codes, including Mechanical, Electrical, Plumbing, Building, ADA, and any other codes used by the City of Mesquite.
- Basic principles and techniques of structural building inspection.
- Building materials, accepted safety standards and modern methods of building construction.
- Permit issuance guidelines.

**Ability to:**

- Read and accurately interpret plans and specifications.
- Review structural calculations; review and interpret computer output relating to building construction.
- Analyze, interpret, and check building plans and specifications for compliance to City codes and other applicable laws and for minor structural requirements.
- Prepare clear and comprehensive written reports and correction sheets.
- Maintain cooperative working relationships with engineers, architects, contractors and the general public.
- Work independently with little supervision.
- Work under stressful conditions.
- Understand and follow oral and written instructions.
- Operate and use modern office equipment including computer and computer programs.
- Physical ability to perform essential functions of the job.

**Experience, Education & Training:**

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or G.E.D.

Experience: Two years in construction or building inspection

License or Certificate: ICC Certification as a building inspector and plans examiner or a Bachelor's Degree in architecture, civil or structural engineering or similar fields preferred. Must obtain ICC Certification as a plans examiner within one (1) year of date of hire and must possess, at the time of employment and continuously throughout employment, a valid driver's license.

**WORKING CONDITIONS**

Work is performed under the following conditions:

**Physical Requirements:**

Duties are performed in an office environment or in the field. Exposure to a variety of weather conditions may occur while driving or conducting field inspections. Physical exertion is required for frequent bending, reaching, kneeling, sitting or standing for prolonged periods of time. Must be able to handle stressful situations, climb ladders and walk on high roofs and must carry/lift/push or pull loads of up to 75lbs.

**Job Hazards/Risk Factors**

Employees risk physical hazards from obstacles, debris, noxious fumes, toxic chemicals, drugs, drug paraphernalia and angry and volatile citizens.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: April 2004  
Revised & approved: September 2009 (Drivers License)